



## VACANCY ANNOUNCEMENT

January 14, 2009

### **Database Administrator**

The Kansas Secretary of State's office is hiring a Database Administrator to serve in our Information Technology (IT) division. This is a technical position. The Database Administrator will be responsible for the development, implementation, maintenance and administration of policies and procedures ensuring the security, integrity and availability of agency databases. The incumbent will be expected to work closely with members of the IT division as well as business users, and support programmers from design through production and maintenance.

#### Work Examples

- Manage administration of existing databases
- Analyze, design, and create new databases, reports and queries
- Maintain access to databases, reports and queries
- Lead data conversion from legacy databases to new databases
- Monitor security violations and unauthorized access attempts
- Seek optimal performance levels of databases
- Guide recovery of databases
- Work with programmers during the development of projects and for production maintenance activities such as preparing and loading test data into test systems
- Develop database standards, policies and procedures

#### Job Requirements

- 2 year degree in Computer Information Systems (or a related degree) and 2 years experience as a DBA, or database certifications/training and 4 years experience as a DBA

#### Preferred Skills

- MS SQL 2005
- MS Office, including MS Access
- Data modeling tool such as ERWIN or similar

#### Salary Range

The starting salary for this position will be commensurate with education and experience. Please contact Mike Brassel for more information.



### Application Deadline

The deadline to submit all application materials is **5:00 PM, Monday, February 2, 2009.**

### Application Requirements (2)

- Resume  
May be submitted electronically as an e-mail attachment, mailed, faxed or hand delivered.
- Kansas Secretary of State Employment Application  
To complete an application online, or to obtain a copy for mail, fax, e-mail or hand delivery, visit us online at: [http://www.kssos.org/about/about\\_resources\\_job.asp](http://www.kssos.org/about/about_resources_job.asp).

### Application Process

An interview team from the Secretary of State's office will review all applications received by the application deadline. The interview team will select an interview group. First round interviews will likely be conducted by a panel and performance-based questions may be used. The interview team will select top candidates after the conclusion of all interviews. Top candidates will be asked to return for a second interview. During this interview, candidates will be asked to demonstrate basic knowledge of database administration by taking an on-line test. The hiring decision will be based on a combination of criteria including but not limited to: resume, application, interview, test score, experience, and reference checks.

### Employment Philosophy

The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

### Contact Information

For information regarding your application or the application process please contact Mike Brassel.

Phone: (785) 291-3603  
Fax: (785) 368-8032  
E-mail: [hr@kssos.org](mailto:hr@kssos.org)  
Web: <http://www.kssos.org>  
Mailing Address: Kansas Secretary of State  
Memorial Hall, Room 140  
Attn: Mike Brassel  
120 SW 10th Ave  
Topeka, KS 66612-1594